

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-111

OPENING DATE: 14 April 2006

CLOSING DATE: 15 May 2006

ANTICIPATED FILL DATE: 25 Jun 06

### POSITION TITLE AND NUMBER

Real Property Clerk, R84430000  
MD # 1220-402

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-IMA, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay 15.57%)

GS-1101-05 \$29,118.00 - \$37,855.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is **STATEWIDE**. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **required** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed i-or E-mailed copies will not be accepted.**

**QUALIFICATIONS REQUIREMENTS:** Must have 6 months specialized experience for GS-05, which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **must** address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is **required** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431**.

1. Skill in performance of clerical and office type duties.
2. Skill in assembling data for completion of reports.
3. Ability to maintain applicable records.
4. Skill in data entry and transcribing information into carious input, card and record forms.
5. Ability to identify costs/condition associated with merchandise or property.
6. Knowledge of rules, laws and regulations applicable to appraisal of merchandise and property.

**CONDITIONS OF EMPLOYMENT:** 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment.** 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

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**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory. (51,71)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES** Conducts in-depth research on field inspection reports, engineering drawings, specifications, plans, blueprints and maps to establish data for ADP input pertaining to legal building dimensions, footage, type and cost, exterior utility systems, pavements, plants, miscellaneous structures, land areas reflecting metes, bounds and bearings, etc. This activity includes interpreting symbols and markings on architectural and engineering drawings to properly identify the actual space used by each function and facility. Performs and maintains an inventory of federal real property located in the state including real estate, fixed assets and installed property in accordance with National Guard and Army requirements. Conducts on-site regular and special inventory on existing facilities and major installed real property, accomplishing inventory adjustment actions, as necessary. Processes inventory after completion. Gathers and enters into computer remote terminal information for various construction and real property status reports including (a) Periodic capitalization reports which indicate monetary increases or decreases in the Real Property valuation state. (b) Inventory of the federal real property in the (c) Estimate of asset value of real estate facilities. (d) Analysis of new construction, maintenance and repair rehabilitation, etc., performed by in-house forces to determine the increase or decrease in facility assets and units of measure that must be recorded. (e) Periodic real property reports submitted to NGB and/or Army Corps of Engineers via electronic equipment including utilization survey such as the Facilities Inventory and Stationing Plan (FISP), and other related reports. Maintains a Real Property Voucher Register for all state-controlled real property used for training and logistical support of the state ARNG and/or other active/reserve components. Receives and assigns numbers to voucher documents supported by work orders, cost records, purchase orders, shipping documents, and other related records/correspondence. 5. Codes information onto property record cards from source documents when an increase, decrease, alteration or change in accountability is indicated. Prepares adjustment voucher to correct records when discrepancies occur. Performs other duties as assigned.

**COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asi an or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**